

### **Statement of Purpose**

The purpose of the Capital Regional District (CRD) Arts & Culture Support Service is to provide assistance that will result in a benefit to the community. The CRD **Incubator Grant** program enhances sustainability and resiliency in the arts by funding short term staffing, mentoring, workspace, training or other resources that assist in the acceleration of organizational development or in the development of new arts projects. In particular, the program is aimed at emerging organizations that are engaged in innovative, experimental or new artistic practices, and/or that have difficulty accessing startup funding or specialized expertise that will help to advance their practice.

Examples of activities that may be supported include, but are not limited to:

- Shared staff resources
- Special training
- Access to specific expertise through mentoring
- Access to workspace to develop an idea

Incubator Grants support activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts Service. The CRD Arts & Culture Support Service is funded by Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

### **Eligibility**

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have programming in the arts as their primary mandate and purpose.
3. have an active Board of Directors.
4. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC not-for-profit registration document.<sup>1</sup>
5. present their project in a jurisdiction that contributes to the Arts & Culture Support Service.
6. offer a potential arts impact within the Capital Region.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

### **Ineligible Activities**

- Food, beverages, hospitality or travel expenses
- Equipment purchases or other major capital expenditures
- Religious activities, fundraising activities, contests or competitions
- Scholarships
- Board development
- Expenses for activities that have already taken place (activities cannot be funded retroactively)

### **General**

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package.
- Organizations may only receive one grant in a calendar year for their own purposes (organizations may also apply as a Sponsor Society in Equity Grants).
- Start your application process early. To assist in the success of your application please

---

<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

- feel free to contact us at any time during the application process.
- The maximum grant available through the Incubator Grant program is \$5,000.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your project starts no earlier than June 1, 2024, and ends no later than June 1, 2025.
- Ensure the cash budget and the in-kind budget\* each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**\*Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

**Evaluation**

Consideration will be given to activities that result in:

- creation of new collaborations and partnerships.
- development of organizational capacity within the funded organization.
- skill development in staff.
- creation of new organizations.
- creation of new arts projects.
- creation of new programs and events, or audience development.
- capacity of participants to achieve the artistic and production goals of the proposal.
- benefits created for the arts or audiences in the Capital Region.

**Financial Statements Requirement from the not-for-profit society making the application:**

Annual Budget	Submit the following type of Financial Statements for the most recently completed financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	<p>Compilation Statements with a Notice to Reader</p> <p>Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page.</p> <p>The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.</p>
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission.
- Applicants are notified of the results of their application by email after the CRD Arts Commission has reviewed recommendations.
- Eligibility and acceptance of your application does not guarantee funding just as receipt of funding does not guarantee future support.

## Commitment to Equity

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## Process Support

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## Conditions of Funding

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on posters, programs, website, and any other promotional material related to the activity, tag @crdartsandculture on Facebook, X (formerly Twitter), and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An Incubator Grant must be used for the activity for which it was intended.
- Activities must be completed within 12 months of receipt of funding.
- Submission of final report within two months of activity completion, using the designated CRD report form.
- Optional but recommended – grant recipients may submit one or more high-quality digital photos of the activity to CRD Arts & Culture at [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

In the event the activity is not completed, or a final report not submitted, the CRD may request the return of the grant and/or refuse to accept future applications for Incubator Grants.

### **Deadline**

There is one annual deadline for Incubator Grant applications. Please check the website for current information.

### **Submitting an Application**

**Provide** a digital copy of the full application by 4:30pm on the deadline. You will receive confirmation of receipt of your application within two business days. Applications received after the deadline will not be considered.

### **Application Checklist**

#### **What to submit:**

- a scan of page one, Part A, signed
- completed Part A (applicant info & answers to questions) and Part B (budget)
- a list of current Board of Directors with full names, residential addresses and Board positions
- annual Financial Statements (see Financial Statement requirements)
- a copy of your BC not-for-profit Society registration certificate (if not previously submitted)

#### **How to submit:**

1. **Complete** the documents listed in 'What to Submit'.
2. **Save** a copy of all documents for your own records.
3. **Email** 'What to Submit' documents to: [Applytoarts@crd.bc.ca](mailto:Applytoarts@crd.bc.ca)

If you have questions about the application or eligibility of your project, contact CRD Arts & Culture:

Telephone

250.360.3215

Email

[artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

Website

[www.crd.bc.ca/service/arts-funding](http://www.crd.bc.ca/service/arts-funding)